

**Meeting of the Board of Directors of the  
State House Visitor's Center and Gift Shop  
Tuesday, July 9, 2013 at 2:00  
Providence Warwick Convention & Visitors Bureau  
G-Tech Building  
10 Memorial Blvd.  
Providence, RI 02903**

## **Meeting Minutes**

**1. The meeting was called to order by Chairperson Kristen Adamo at 2:02 P.M. with the following members present: Kristen Adamo, Jon Stevens, Kathleen Vanderveer (for Ruth Taylor), John McNiff and Sue Ellen Kroll. Staff members present included Paul Caranci and Stacy DiCola (Secretary of State's Office), Jess Unger (Governor's Office) Alicia Philipe (PWCVB), Elyssa Tardif (RIHS)**

**2. The board members and guest introduced themselves.**

**3. Upon a motion by John McNiff, seconded by Jon Stevens, the minutes of the June 20, 2013 were unanimously approved.**

**4. INVENTORY. Jon Stevens led a discussion of the potential inventory that might be carried in the Visitor's Center/Gift Shop. Stacy DiCola calculated that of the approx. 16,000 annual visitors to the**

**State House, approximately 65% (9,000) are students, 15% are retirees, 6% military and 2-3% dignitaries. Based upon that information, and for ease of discussion, the list of potential items was broken down into the following categories. The following categories were prioritized, based on an initial recommendation by Kathleen Vanderveer, and committee discussion.**

**Kathleen and others agreed to take the lead on developing item lists and specifications within each category, as listed below. Jess Unger volunteered to create a Google Docs account to enable the commission to review and contribute to the development of the inventory, to be further discussed at the next meeting.**

#### **FIRST TIER- IMMEDIATE CONSIDERATION**

- a. SMALL-DOLLAR PRODUCTS - (Kathleen Vanderveer) should represent about 65% of the inventory value**
- b. RHODE ISLAND PRODUCTS (Kristen Adamo) avoid products requiring Department of Health licensing. Kristen will check with vendors on inventory recommendations.**
- c. CHRISTMAS ORNAMENTS –Kristen Adamo, Stacy DiCola and Alicia Philippe will Investigate the types of ornaments and associated costs and report**

**back at the next meeting.**

**d. PERSONAL CARE PRODUCTS (Kathleen Vanderveer) will suggest a product lines**

**including Caswell Massey, sold by the Newport Historical Society).**

**e. HISTORIC DOCUMENT FACIMILIES (Jess Unger) will work with Gwenn Stearn**

**to identify documents of most public interest which can be easily and**

**cheaply reproduced.**

**f. BOOKS, NOTECARDS/PHOTOS (Kathleen Vanderveer, Elyssa Tardif). These**

**are high demand items. Kathleen reported that books are the number**

**one best- selling item at the Newport Gift Shop. Elyssa Tardif noted that the RI Historical Society recently converted to books exclusively.**

**The list of suggested books prepared by Elyssa Tardif and the RIPS book list was reviewed briefly.**

## **SECOND TIER- TO BE DEVELOPED AS A SECOND PRIORITY**

**a. FLAGS - especially flown over the State House with signed certificate**

**b. BRANDED PRODUCTS** –while the official state seal cannot be used, other images, such as the independent man or 1663 Colonial Charter Commission logo might be. Rights and copyrights should be investigated.

**c. APPAREL** – While baseball caps are a popular item, branding will take time. Apparel such as tee shirts are an expensive commodity to carry.

**d. CIVIL WAR COMMEMORATIVES** – John McNiff reports sales of such items at the Roger Williams National Memorial have been very weak.

**e. RHODE ISLAND POLITICAL MEMORABILIA** - too many questions for now.

**5. CONSIGNMENT POLICY:** It was suggested that the Board needs a policy on accepting consignments. RIHS and NHS recommended a 50-50 split between parties. For the next meeting. Elyssa Tardif will suggest a couple of alternative consignment policy options for the Board's review at the next meeting.

Upon a motion by Sue Ellen Kroll and seconded by John McNiff, the Board unanimously voted to establish the following Consignment Policy :

- a. All consignment agreements shall be subject to approval of the Board.**
- b. Consignment agreements shall be based on a 50% commission for the State House Visitor's Center.**

**Paul Caranci was authorized to initiate a conversation with Dr. Patrick Conley of RIPS regarding the prospect of a consignment agreement with the State House Visitor's Center.**

**6. INTERN STAFF. Stacy DiCola reported that two of the three Johnson and Wales students currently under consideration will not have adequate time to train and will be graduating shortly. Kristen Adamo and Stacy DiCola will work with the University to identify new prospective student staff. The Board felt that Stacy, with her 12 years as State Information Officer and overseer of the State House Tour Guide program with J&W, should be given authority to make student staff personnel decisions.**

**Upon a motion by Sue Ellen Kroll, seconded by John McNiff, Kristen Adamo was delegated authority to approve Stacy DiCola's recommendations regarding the J&W staff interns. The motion was approved unanimously.**

**7. CREDIT CARD SERVICES. Stacy DiCola also reported her findings after discussing the credit card options offered by Tom Viall and RI.Gov. For many reasons that include cost and logistics, their**

**system will not work at the Visitor's Center/Gift Shop.**

**Upon a motion by Sue Ellen Kroll, seconded by John McNiff, Stacy DiCola and Kristen Adamo, were authorized to search for, and recommend, other options provided they fall within the guidelines of the State Purchasing Program.**

**8. VISITORS CENTER FLOOR PLAN/FURNISHINGS.** Libby Slader's most recent floor plan option, SK 0.1, was informally adopted, with Kathleen Vanderveer to carefully review furnishing specifications based on her experience in bookstore/gift shop retail management. She will forward recommendations as soon as possible. Her review will take into account the type and quantity of inventory agreed upon.

**Jon Stevens will initiate a work order with the DOA, to requisition staff carpenters for the construction and installation of built-in shelving. He will submit specifications based on Kathleen's recommendations. The new "cash wrap desk has been delivered. Jess has notified Betty Capozzi of our interest in the two "mahogany display cases. Stacy DiCola noted the State Fire Marshall will designate a maximum room capacity.**

**9. NEXT MEETING.** The next meeting will be scheduled for July 29, 2013 at 11:00 A.M. at the Providence Warwick Convention and Visitors Bureau.

**The meeting was adjourned at 2:27pm.**